

TECHNICAL ORDER

OPERATING INSTRUCTION

MARINE WATERCRAFT AND WATERCRAFT
EQUIPMENT INVENTORY

F09603-99-D-0382

THIS PUBLICATION SUPERSEDES TO 39-1-15, DATED 15 SEPTEMBER 1988.

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Published Under Authority of the Secretary of the Air Force

15 MARCH 2002

1 PURPOSE. The purpose of this Technical order (TO) is to:

1.1 Implement basic inventory and accountability controls for USAF Watercraft Activities.

1.2 Provide a standard inventory checklist (AFTO Form 280), for equipment required, or authorized, to make watercraft fully equipped and operationally ready.

NOTE

AFTO Form 280 will be referred to as "The 280" for convenience.

1.3 Provide instructions for the preparation, use, maintenance, and disposition of the 280.

1.4 Establish guidelines for the classification of various types of loose gear and equipment assigned to, and used aboard USAF watercraft.

2 SCOPE. This TO is intended for AF watercraft activities who operate under contractor support or operate

marine equipment which move personnel or materials over or under water in excess of 32 feet in length.

3 GENERAL INFORMATION.

NOTE

Watercraft activities with marine equipment less than 32 feet in length shall be responsible for maintaining "The 280" contractually or direction from the activities command section.

3.1 All watercraft equipment will be inventoried annually to coincide with the Federal fiscal year or changing of accountable watercraft contractors/government personnel. More frequent inventories may be performed if necessary.

3.2 The 280 will be the official authorization for all equipment aboard USAF watercraft. Therefore, it may be used as justification for requisitioning new and replacement equipment for USAF watercraft.

3.3 Explanation of "Titled" equipment:

3.3.1 Title A. Those items of equipment not normally secured or fastened to a vessel or, so loosely secured as to be readily removed by hand without tools; e.g. anchors, fire hoses, gratings, etc.

3.3.2 Title B. Those items of equipment which are so installed as to require some tools and technical instruction for removal; e.g. electronic gear, compass, galley range, etc. Generally requires along dockside level removal/maintenance.

3.3.3 Title C. Those items of equipment which are so installed as to be an integral part of the vessel; e.g. main engines, generators, deck winches, etc. Requires along dockside level removal/maintenance.

3.3.4 Title D. Expendable material such as ship supplies, engine fuel, oil, filters, etc.

3.3.5 Title S. Those items of equipment which are installed aboard a vessel to meet special mission requirements and generally cannot be adapted for any other purpose; e.g., missile retrieving crane/cradles, parasail winches etc.

3.3.6 Title X. All classified equipment. This equipment will be treated in accordance with applicable security regulations. Title X equipment will be recorded on a separate 280, which will, in turn, be treated at the security level required by existing security regulations.

4 RESPONSIBILITIES.

4.1 Person in Charge (PIC) of the watercraft activity will:

- a. Maintain a current and accurate copy of the 280 on file and readily available.
- b. Forward updated copies (if contractor operated) of the 280 to the Watercraft QAP within thirty (30) days after completion of each annual inventory or when additions/deletions occur, whenever a vessel is reassigned from another activity to their jurisdiction.
- c. Forward an accurate copy of the 280 to the gaining activity whenever a vessel is reassigned.
- d. Prepare a Certificate of Transfer, upon transfer of accountability as shown in Figure 1.
 - (1) This certificate must be signed by both (PIC) being relieved and by the designated successor.

- (2) The PIC being relieved of accountability must keep one copy of the transfer certificate, and one copy must be filed with the watercraft 280 files.

5 INSTRUCTIONS FOR USE OF THE 280.

5.1 This form is the property record used to maintain accountability for watercraft equipment. Every transaction that affects the asset position (including authorized changes) will be recorded on this form.

5.2 General Instructions:

- a. One form will be established and maintained for each mission assigned vessel.
- b. All entries must be posted in black ink.
- c. Preparation of the 280: (See Figure 2.)
 - (1) Block 1. Enter the complete vessel designator number.
 - (2) Block 2. Enter the organization to which the vessel is assigned. EXAMPLE: 82d ATRS Watercraft Tyndall AFB, FL.
 - (3) Block 3. Enter date on which vessel was assigned to the activity recorded in Block 2.
 - (4) Block 4. Self explanatory.
 - (5) Block 5. Number each line item entry in sequence.
 - (6) Block 6a. Enter the class or title of equipment being inventoried. Only one class or title of equipment will be inventoried on a page.
 - (7) Block 6b. Enter the common usage, or marine term, for the item.

NOTE

Like items will be given same title and nomenclature on all watercraft; e.g. anchor(s), regardless of type will be called anchor(s).

- (8) Block 6c. Enter a brief description of the item: e.g. anchors, Danforth, 150 lbs.; propellers, Columbia, bronze 40 X 48; etc. Where feasible add model or serial number.

- (9) Block 6 1D, 2E, and 3F. Enter the quantity for each item listed starting in Column D. At the next annual inventory, enter quantity in Column e and so forth. In order to minimize man-hours expended for inventory, each page of the 280 should serve for three years or three separate inventories, whichever occurs first.
- (10) Block 7(A), (B) and (C). Enter date of inventory and name and position of person responsible for the entries. The date and signature in Block 7(A) will be approval for all line item entries in Block 6(B) and 6(C), as well as the actual count in Block 6(D). In like manner the date and signature in Block 7(B) will apply to Block 6(B), (C) and (E), and Block 7(C) dates and approves Blocks 6(B), (C), and (F), respectively.
- (11) Block 8 (A), (B) and (C). Enter signature, and position and date of PIC, or whomever may be delegated to assume this responsibility. As in paragraph 9 above, the approval signatures must correspond to the inventories of Blocks 6(D), (E) and (F).
- (12) When all the lines on a page are filled in, start another page. Fill in all the headings as herein described with the exception of Block 5, which will be a continuation of the item number sequence.
- (13) When all the items of a title are recorded, start a new page for the next title of items being inventoried.

THE END

[illegible]

AFTO FORM 280, 19771001 (EF-V3)

Figure 2. Preparation of AFTO Form 280